



Nurturing Children, Supporting Communities, Strengthening Families

CHILDREN'S TRUST FUND BOARD MEETING  
February 17, 2015 Agenda

2401 Colonial Drive, Helena, MT 59601  
Large Conference Room, 3<sup>rd</sup> Floor

*Our purpose*

*~The Children's Trust Fund exists to change outcomes in all children ages zero to 18 to ensure the protective factors are in place.*

*Our Vision*

*Our Montana children, ages birth to 18 years:*

*~ Are born into and raised in safe, stable, nurturing environments; and  
~Have parents who have confidence in their parenting skills, and who know where to go for help.*

- |             |   |
|-------------|---|
| 9:00        | Introductions, agenda, review minutes/strategic plan - JoAnn  |
| 9:15        | Fiscal Report/Budget – Mae/Jamey  |
| 9:30-10:00  | CBCAP Updates – Casandra Firmin, FRIENDS  |
| 10:00-4:00  | Strategic Planning – Beki   |
| 12:30 Lunch | <ul style="list-style-type: none"><li>• What do we want to achieve?</li><li>• What decisions need to be made?</li><li>• What changes do we need to make?</li><li>• Peer Review and Evaluations</li><li>• Minigrants: priorities?</li><li>• PURPLE: Update, Renewal,</li></ul>                   |
| 4:00        | <ul style="list-style-type: none"><li>• Nominations for Strengthening Families Award</li><li>• RFP Evaluations Meeting – April 14 and April Activities</li><li>• CBCAP Grant and annual meeting</li><li>• Schedule next board meeting – June 2 or 9? To Evaluate renewal applications</li></ul> |
| 5:00        | Public Comment  |
| 5:30        | Adjourn   |

<http://www.mapquest.com/maps?address=2401%20Colonial%20Dr&city=Helena&state=MT&zipcode=59601>

The Children's Trust Fund makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in public meetings. Persons needing an accommodation must notify CTF no later than three days before the meeting date to allow enough time to make arrangements. To make your request, you can call (406) 444-3002 or through the Montana Relay 711.



Sign-In Sheet Feb 17, 2015

Ann Gitkey  
 Casey Melloy  
 Jo Ann Edell  
 Mike Loh  
 Beki Brandborg  
 Vicki Turner  
 Casandra Firman

P.O. Box 4210 • Helena, MT 59604-4210  
[www.dphhs.mt.gov/childrenstrustfund](http://www.dphhs.mt.gov/childrenstrustfund)

1. Introductions
2. Fiscal Report
  - a. 2013 CBCAP must be expended by the end of September 2015
  - b. We are on track
  - c. Where do Halloween/April/etc donations go?
    - i. Will drop into State Special Funds in order for us to spend it.
      1. Divorce, Tax Check Off, & Donations
      2. Anything that is not from the State of Montana
      3. State Special Funds = Leveraged Funds
    - ii. Mae can create another category/separate box
      1. We want a report out on what donations have come in and where they came from.
    - iii. Vicki's recommendation: Do a quarterly report out rather than every time.
  - d. Casandra: Is \$4,153 all you're leveraging? Yes.
    - i. Minimum is \$200,000
    - ii. 30% leftover is divvied up based on how much you leverage
      1. The more you bring in, the more you get (pennies on the dollar)
      2. Have to spend it
    - iii. Will be higher this year. \$150,000 higher than last year.
    - iv. Everything that goes towards preventative services can be leveraged.

- e. Have more money than we are “allowed” to spend. Have to ask for permission with a good reason to spend more.
    - i. Recommended that we wait until after session so that we don’t draw attention to ourselves.
    - ii. Our process goes through the governor’s office.
- 3. CBCAP Update – Casandra
  - a. CSKT also receives CBCAP funds (1 of 3 tribes that does)
    - i. How do we engage with tribal communities?
  - b. Very flexible funds but can only be spent on primary and secondary prevention
    - i. Secondary – can have been reported but must not be adjudicated
    - ii. Primary – for everyone, no risk/history present
  - c. Meaningful Parent Leadership required at state and local levels
    - i. We can’t add more members to the board without opening the code, which we don’t want to do right now.
      - 1. At least start a parent advisory board
  - d. FRIENDS Website

#### **Discussion after Strategic Planning**

- 1. Provide necessary attachments with minutes
- 2. Nominations for “Strengthening Families Award”
  - a. One big grantee, one small
    - i. Echo Jamieson – Forever Families
    - ii. Sylvia Danforth – DEAP
  - b. Service of Excellence Award for Mary Gallagher
    - i. Invite Mary’s family and present the award to them
    - ii. Incorporate the pinwheel
- 3. Send CAN Conference agenda and registration to board
- 4. RFPs
  - a. Upload them to the secure site
    - i. Remind everyone of login information
  - b. Procurement keeps scoring matrices, not personal notes on RFP hardcopies
  - c. Send box of RFPs to everyone
- 5. CBCAP Meeting in Washington DC
  - a. We don’t know the date yet
  - b. We have budgeted for board members to go
- 6. Renewal Evaluation Meeting
  - a. After the grant is due
    - i. Still haven’t been given the due date
  - b. Contracts due by June 30, so the meeting has to be early June
- 7. Short presentations about programs at board meetings
  - a. Circle of Security for next meeting

- b. Parents as Teachers
- 8. PURPLE
  - a. Will see how things go and reevaluate
- 9. Check Off Media Buy
  - a. Might cost less than originally planned
  - b. Some good spots, some not so great
- 10. Public Comment
  - a. Beki: Oh my god! You guys are fab!!

## **STRATEGIC PLANNING DECISIONS**

**February 17, 2015**

### **Our resources and assets**

1. Two three-quarter time staff people
2. The CBCAP funding
3. The potential for a VISTA and an intern
4. Our volunteer database
5. The State paying for our staff's salaries
6. Financial reporting by state staff
7. The Board of Directors
8. The grantees' history and expertise
9. We have come a long way with data collection and have a possibility of a database in the future
10. Cassandra's technical assistance
11. Judy Edwards at Healthy Mothers Healthy Babies
12. Partnerships and collaborations to prevent child abuse
13. The opportunity to leverage even more funds from what we raise with the CBCAP special "leverage funds."

### **Our goals for 2015-2016**

1. Provide funding for high quality community-based programs that enhance the six protective factors and prevent child abuse and neglect.

Elements / tasks / initiatives:

- a. Prioritize Best Beginnings and Promise Neighborhood programs, and collaborations with Schools of Promise.
- b. Continue and renew existing programs/grantees to the extent we think it makes sense.
- c. Consider special mini-grant opportunities for grantees.
- d. Hold Annual Grantee Meetings:
  - Teach them sustainability and fund development; and
  - Provide other useful training.
- e. Gather consistent outcome / evaluation data. Help grantees effectively use the pilot shared with them in February.
- f. Emphasize programs and activities with Native American populations:
  - Collaborate with the Alliance of Funders tour in March/April 2015 with JoAnn; and
  - In 2016, create a plan to identify with the Tribal members what their recommendations are about how to use prevention dollars most effectively.
  - Explore potential data gathering taking place on Reservations, and look at ways to expand that work to other Reservations. Look at the Tribal

demographic information related to children, families, and the protective factors that is gathered by the Office of Public Instruction and Child and Family Services.

- g. To the extent possible, streamline the RFP review process, while encouraging both renewals and new grantees' applications.
  - h. Create/renew a process for the Board's review of grantees' activities to assure fidelity and accountability.
- 2. Continue our support of PURPLE through Healthy Mothers Healthy Babies to prevent Shaken Baby Syndrome events.
  - Elements / tasks / initiatives:
    - a. Meet regularly with the new Director.
    - b. Extend the contract with HMHB through December, 2015.
    - c. Schedule the date to decide if a new RFP will be necessary.
- 3. Grow public awareness and understanding of the importance of the protective factors and the Children's Trust Fund.
  - Elements / tasks / initiatives:
    - a. Continue the special events – Halloween, April Awareness Month events, etc.
    - b. Promote the Tax Return Check-Off.
    - c. Pursue donations and fundraising activities.
    - d. Have a table at the Child Abuse and Neglect Conference.
    - e. Participate in the Early Education efforts.
- 4. Conduct or participate in research efforts, with an emphasis on the protective factors, the needs, assets, outcomes, results, baselines, etc.
  - Elements / tasks / initiatives:
    - a. Participate in (and sometimes initiate) partnerships that facilitate better data collection and evaluation. Identify what questions we want answered, and speak with Sarah about this goal.
    - b. Address what works well with different populations (geographically and ethnicity) to enhance the six protective factors and prevent child abuse and neglect. What programs are most effective in which populations and demographics? Look at other states' research results, particularly South Dakota and Utah.
    - c. Consider partial funding of the Child Protective Services' Children's Fatality Review Commission.

5. Support events that contribute to our mission of enhancing the six protective factors and prevent child abuse and neglect.
  - a. Early Childhood Summit
  - b. Child Abuse and Neglect Conference, via our information table and participation in the awards.
  - c. Early Education.
6. Pursue having a parent leader to serve on the CTF Board or in another meaningful way to guide our work and choices.
7. Pursue a VISTA worker for the next cycle and choose where their effort will be focused.
8. Fulfill the CBCAP grant responsibilities.
  - a. Implement the application steps and all its components (such as a letter of support from the Governor's Office and the cover letter signed by our Chair people).
  - b. Get Board approval of the grant application.
  - c. Attend the CBCAP Annual Meeting.
  - d. Submit all required reports.

### **Next steps**

1. Jamey will put these goals into the format of the logic model format we provided to the grantees.
2. Board meeting agendas and staff reports / updates will reflect these goals, and assess progress, challenges, and where Board members can assist.